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10 July 1952

MEMORANDUM

FOR: Deputy Director of Training (General)

FROM: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 3-10 July 1952

I. Projects in Process

1. Project 51-7, Administrative Training Program. Action on this project upheld in view of work of higher priority.
2. Project 52-2, CIA Participation in [REDACTED]. The 25X1A12 action transferring [REDACTED] from ORR to O/TR for 25X1A9a the duration of the training period is in process.
3. Project 52-4, A Bill for Training Federal Civilian Officers and Employees. Awaiting draft of revised bill from Legislative Liaison Officer.
4. Project 52-8, National Security Presentations. Planning for a proposed series of national security presentations is in process. Scope of the presentations has been discussed informally with [REDACTED] Space availability for estimated audiences has been discussed with [REDACTED] A list of possible subjects and speakers is being prepared for review and comment. The estimated starting date for these proposed presentations is approximately 1 October 1952.

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5.

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JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC NO. 24 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS 8 C RET. JUST. 22  
 NEXT REV DATE 10 REV DATE 34/4 REVIEWERS 66 77 TYPED DOC. 02  
 NO. PGS 3 CREATION DATE [REDACTED] ORG COMP 11 OPL 11 ORG CLASS 5  
 REV CLASS C REV COORD. AUTH: HR 70-3

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6. Project 52-18, Staff Study on Training for New Personnel. Following consultations with the Head, IT/D and the DD/TR(G), the recommendations aimed at clarifying the key term "professional" are being converted into a proposed CIA Regulation. The Report of the Career Service Committee has several impacts upon the Basic Intelligence Course, ranging from content to facilities. These impacts have been analyzed in detail, and from the analysis notes have been prepared as a basis for further and more specific conferences with the Head, IT/D.
- 25X1A 7. Project 52-19, CIA Regulation [REDACTED] Project out of suspense but inactive.
8. Project 52-22, Chinese Language Project. Meeting with O/O and O/TR scheduled for 1400 hours, 10 July 1952.
- 25X1A9a 9. Project 52-27, Official Correspondence. Notice being revised in line with [REDACTED] comments, and coordinated with [REDACTED]
- 25X1A9a 10. Project 52-30, Seminar on International Labor Relations. [REDACTED] the OPC project officer for the proposed seminar, advised us that he would submit OPC requirements the latter part of this week. Requested I&S/O to make a clearance check on [REDACTED] so that this staff will be able to consult with him on establishing the seminar on international labor.
- 25X1A5a1 11. Project 52-33, Space for O/TR Expansion. S/PP is collaborating with the Support Staff in the preparation of a report on space utilization in both TR(G) and TR(S). The purpose of the report is to provide a basis for comprehensive solution of current O/TR space problems, which include surpluses in some places and shortages in others.
12. Project 52-34, Lip Readers. By action of D/TR this question has been referred to O/O for review and comments.

## II. New Projects

1. Project 52-35, TR(G) Bulletin. This is a long term project requiring detailed descriptions of the courses and programs of TR(G). Work on same has commenced.

*↑ This will be a loose + leaf manual. ga*

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2. Project 52-36, Language Reference Materials. On 8 July, S/PP arranged a meeting with Chief, Language Services Division TR(G) and the Chief, Linguistic Research Staff of the Joint Staff, at which it was concluded that O/TR should initiate action to establish a permanent inter-departmental committee to formulate and coordinate governmental requirements for the development of language reference materials and to negotiate contracts with appropriate governmental and non-governmental institutions to meet these requirements.

III. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
4. Project 51-21, Area and Language Specialists.
5. Project 52-24, Personnel Policy for TR(G).

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